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ABSTRACT

In an effort to update a 1992 study of the deteriorating condition of facilities in the Illinois Community College System (ICCS), a follow-up study was conducted to determine the status of facilities as of February 1997. Questionnaires were sent to 50 state community colleges requesting data on funds spent on facility replacement during fiscal year (FY) 1996, the current condition of facilities, and funding requirements. Survey results, based on responses from 47 colleges, included the following: (1) the average replacement cost was $118 per gross square foot; (2) 37% of the responding colleges indicated that a survey of the extent of deferred maintenance was in progress, 33% had conducted such a survey in FY 1996, and 13% had done so in FY 1995; (3) with respect to the condition of campus buildings, 82% were rated as either adequate or needing some modification, slightly under 14% were rated as either functionally inadequate or in need of replacement, and only 4% were considered to be in excellent condition; (4) approximately 22% of the responses rated their infrastructure as either excellent or adequate; and (5) colleges reported spending $20 million in FY 1996 for renewal and replacement, compared to $10.6 million in FY 1991. A list of participating colleges, tables of the condition of facilities by use, the survey instrument, and definitions of terms are appended. (HAA)

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A Report on the Condition of Facilities at Illinois Community Colleges

March 1997

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A REPORT ON THE CONDITION OF FACILITIES AT ILLINOIS COMMUNITY COLLEGES IN 1997

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A REPORT ON THE CONDITION OF FACILITIES AT ILLINOIS COMMUNITY COLLEGES IN 1997

This report updates the Illinois Community College Board report entitled *A Road to Ruin: A Report on the Condition of Facilities at Illinois Community Colleges*, published in September 1992. Numerous studies have been conducted over the last several years which have looked at deteriorating conditions of facilities at colleges and universities nationwide. This report looks at the conditions of facilities at Illinois community colleges as of February 1997.

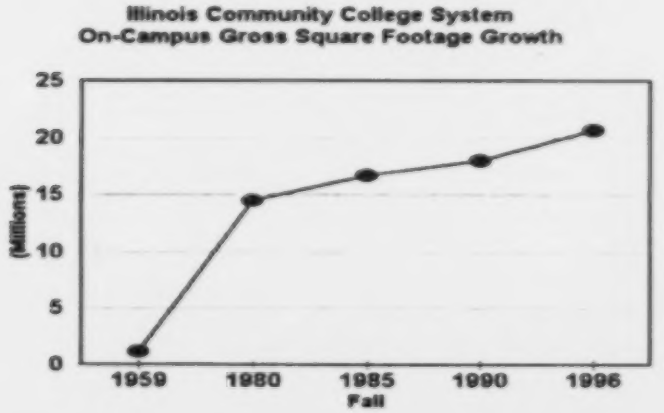
The Association of Higher Education Facilities Officers (APPA), formerly the Association of Physical Plant Administrators, and the National Association of College and University Business Officers (NACUBO) in 1996 published a comprehensive study of the condition of U.S. colleges and universities at the national level. That report entitled *A Foundation to Uphold* was an update to the 1989 published study *The Decaying American Campus: A Ticking Time Bomb*. Both of these studies have helped to focus national attention on accumulated deferred maintenance and the serious threat institutions of higher education face. There continues to be a need to renew and revitalize higher education campuses. In 1989, *The Decaying American Campus* study placed a price tag on the deferred maintenance problem at $60 billion to renew and replace nonfunctional and worn-out facilities.[1] *A Foundation to Uphold* reveals that number has increased by $5.5 billion to $65.5 billion since 1989.[2] However, increases were not universal. Over half of the respondents said their accumulated deferred maintenance increased, while 41 percent said it had decreased or stayed the same.[3]

A Report on the Condition of Facilities at Illinois Community Colleges in 1997 collected data in a very similar format to *A Foundation to Uphold* for comparability. The survey used in this report was also very similar to the survey used for the 1992 report. This report will outline the extent of accumulated deferred maintenance needs in the Illinois community college system. The need for additional funding associated with deferred maintenance has been identified, as well as specific facility areas which appear to have the greatest problems. In addition, the report provides an estimated replacement value for the system's facilities. As with previous studies conducted on this topic, it is hoped that this report will raise the level of awareness concerning the condition of Illinois community college campuses and the continued threat to those facilities that serve the students and communities of Illinois.

Financial data collected in the survey and presented in this report are fiscal year 1996 (July 1, 1995 - June 30, 1996) actual expenditures and budget estimates for fiscal year 1997. Other questions address the current (February 1997) condition of physical plant facilities.

THE SYSTEM AT A GLANCE

On July 15, 1965, the Public Community College Act became law. The Act established the Illinois Junior College Board which was later renamed the Illinois Community College Board. There are 49 community colleges serving the State of Illinois and its residents in 40 community college districts. While some of the



colleges and their facilities had been established prior to 1965, the growth of the system and its facilities mushroomed between the late 1960s and 1980s. During the period between 1970 and 1979, over half of the system's facilities were constructed. Growth of facilities and enrollments continued into the 1980s. Financial restrictions on state assistance substantially limited growth of new square footage in the late 1980s.

During the period from 1980 to 1989, community college facilities grew from approximately 15 million to slightly less than 18 million gross square feet. By the fall of 1996, that total had increased by approximately 11 percent to over 20 million gross square feet of facilities to manage, operate and maintain.

The total gross square footage is classified into room use categories which have been adopted and defined in the *Facilities Inventory and Classification Manual*, published by the National Center for Higher Education Management Systems. Classrooms and laboratories comprise 43 percent of Illinois community college campus space. The remaining 57 percent includes office space, study facilities, special use facilities, general use facilities, and support facilities. The following table identifies the classifications and the net assignable square feet (NASF), as of fall 1996, for each category:

Room Use Classification	Total NASF	Statewide Average
Classrooms	2,335,260	47,658
Laboratories	3,571,911	72,896
Offices	2,171,318	44,313
Study/Learning Resource	986,595	20,135
Physical Education	926,734	18,913
Special Use	543,287	11,087
Theater	298,467	6,091
General Use	1,463,821	29,874
Support	851,087	17,369
Health	13,289	271
Unclassified	463,734	9,464
Total	13,625,503	278,071
Gross Square Feet	20,086,778	409,934

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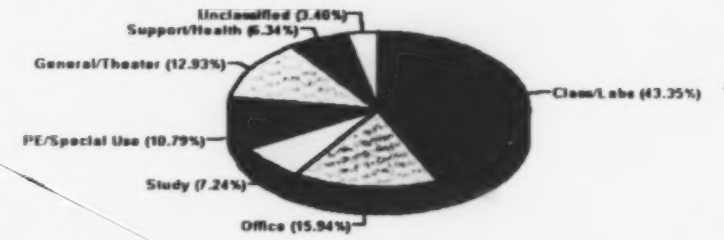
In addition to the buildings, colleges own 7,709 acres of land. The following table includes the total acreage on community college campuses:

Type of Facility	Total Acres	Statewide Average
Grounds	1,998	41
Physical Education	570	12
Buildings	409	8
Experimental Plots	533	11
Other Instructional Areas	558	11
Parking Lots	739	15
Roadways	226	5
Retention Ponds and Drainage	205	4
Other	684	14
Unassignable Acreage	1,787	36
Total On-Campus Acreage	7,709	157

Physical facilities owned by Illinois community colleges represent a substantial investment for the colleges, currently estimated at $2.6 billion. With an investment this large, college trustees and officials must not ignore the condition of these facilities. Harvey Kaiser, senior vice president for facilities administration at Syracuse University, has stated one fundamental principle which should be on the minds of those responsible for the college: "The quality of higher education is largely dependent upon adequate facilities conditions. The academic enterprise does not exist without facilities and their condition is paramount to an

Net Assignable Square Feet by Room Use Classification - Fall 1996



institution's ability to sustain programs."[4] A decision to delay repairing a heating system or upgrading a chemistry laboratory may appear to be a low budget priority relative to other items, but the long-term consequences must be considered.

SURVEY RESULTS

Responses were received from 47 of 50 community colleges (includes City Colleges of Chicago's central administration) identified as the survey group. A copy of the survey instrument can be found in Appendix C. This report will review the areas of replacement value; methods for determining accumulated deferred maintenance; facilities conditions, including buildings and infrastructure; master plans; plant funding requirements, including accumulated deferred maintenance backlog, asbestos, ADA, and other compliance issues, and reasons for problems.

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Replacement Value

A key element for gaining an understanding of the physical plant's renewal and replacement needs is the replacement value. In an effort to determine a value for the physical plant on Illinois community college campuses and to begin to understand the need for campus renewal, the survey requested an estimate of the replacement value for all facilities. Replacement value was defined as the current dollar cost to reconstruct each square foot of existing facility space and district-owned branch campus and extension centers. The insured value of the facilities was used by 35 percent of the respondents, while 22 percent used the appraised value of the facilities. Other methods for determining the estimated replacement value primarily included a value based on either a facilities audit or the book value of the facilities.

In order to estimate a statewide replacement value for all colleges, the average replacement cost per gross square foot (GSF) of facilities was calculated by dividing the stated replacement cost of each campus responding to the survey by the GSF of facilities. This resulted in an average replacement cost of $118 per GSF, an increase of $31 per GSF since 1992. Applying this figure to the total system GSF produces an estimated replacement cost of $2.6 billion.

Methods for Determining Accumulated Deferred Maintenance

The colleges were asked if any surveys had been conducted to determine the amount of deferred maintenance that existed at the time the questionnaire was completed. Twenty-six of the respondents (55 percent) indicated that efforts had been made to determine the extent of the deferred maintenance problem, an increase from the 37 percent of respondents in 1992. This increase in the amount of additional efforts used to determine the extent of deferred maintenance problems indicates a heightened awareness of the need to monitor deferred maintenance since the 1992 survey was completed. Of those colleges that made an effort to determine the amount of accumulated deferred maintenance, 61 percent used a facilities audit and 39 percent used a life cycle component evaluation or other methods.

While 45 percent responded that no special survey was conducted to determine the extent of accumulated deferred maintenance needs, many of these colleges do review and try to determine their accumulated deferred maintenance needs through some other process, such as budgeting or other periodic internal review.

Concerning the timeliness of deferred maintenance identification activities, 37 percent of the colleges indicated that a deferred maintenance survey was currently in progress, 33 percent had conducted a survey in fiscal year 1996, 13 percent in fiscal year 1995, 8 percent in 1994, and 9 percent before 1994. Of those colleges who use facilities audits to determine deferred maintenance needs, slightly over 24 percent indicated that audits are done annually, 8 percent of audits are conducted biennially, and slightly over 38 percent do facilities audits on an as-needed basis.

Facilities Conditions

The condition of an institution's facilities is a vitally important component of its ability to carry out its mission. Ernest Boyer has stated "But for a community of learning to function adequately, buildings and equipment are required. Without campuses, without facilities that are both useful and aesthetic, it would be

impossible to carry on America's magnificent enterprise of higher education...the quality of education is linked to the quality of facilities." [5] Colleges were asked to characterize the condition of their buildings and infrastructure within the following five rating categories: excellent, adequate, some modification, inadequate, and needs replacement. The excellent category, for example, indicated that, on average, the facilities were modern and exceeded current standards. Conversely, the replacement needed category indicated that the facility was both functionally inadequate and had reached the end of its useful life. Appendix B contains a listing of responses to the **Condition of Buildings** and the **Condition of Infrastructure** portions of the survey.

Buildings

Buildings were divided into room use classifications, which included classrooms, laboratories, offices, library, general, support, and special use. Overall, 82 percent of the room use classification responses were rated as either adequate or needing some modification. Slightly under 14 percent of the responses indicated that their buildings fell into the two lowest rating categories of either functionally inadequate or in need of replacement and only 4 percent were considered to be in excellent condition. In 1992, the most common response was adequate (53 percent) with the second most common response being some modification (26 percent). A shift is evident in 1997. Some modification was the most common response (46 percent), while adequate was the second most common response (36 percent). This indicates that building space is now more in need of some modification than in 1992 and that less space is considered to be adequate for its current use.

Further, examination of room use classification responses for classrooms, laboratories, libraries, and special use facilities were most frequently rated in need of some modification, while offices, general, and support classifications were most frequently rated as adequate. However, the focus on the importance of classrooms and laboratories may still be evident in that only 11 responses (slightly more than 12 percent) indicated that the condition of their classrooms and laboratories was functionally inadequate or in need of replacement. This is a slight increase from 1992.

Infrastructure

The infrastructure classifications included utilities, roadways, parking lots, HVAC, electrical, roofs and other. Overall, slightly under 22 percent of the responses indicated that infrastructure was rated as either excellent or adequate. Some modification needed was the most frequently chosen response in the 1997 and 1992 surveys. While a higher percentage of colleges responded (50 percent) in 1997 that their infrastructure was in need of some modification, 39 percent indicated the need for some modification of infrastructure in 1992. Slightly more than 28 percent of the responses indicated that portions of their infrastructure were functionally inadequate or in need of replacement. Forty six responses were received that indicated specific campus infrastructure needed to be replaced. Specifically, 12 colleges cited a need to replace HVAC systems and 10 colleges needed to replace roofs.

Since 1992 it appears that the facilities infrastructure systems have deteriorated. Many of the buildings and building systems are over 25 years old and have reached beyond the end of their

useful life. Greater maintenance and renewal efforts are necessary in order to keep the facilities functioning at an ordinary and efficient level.

Master Plans

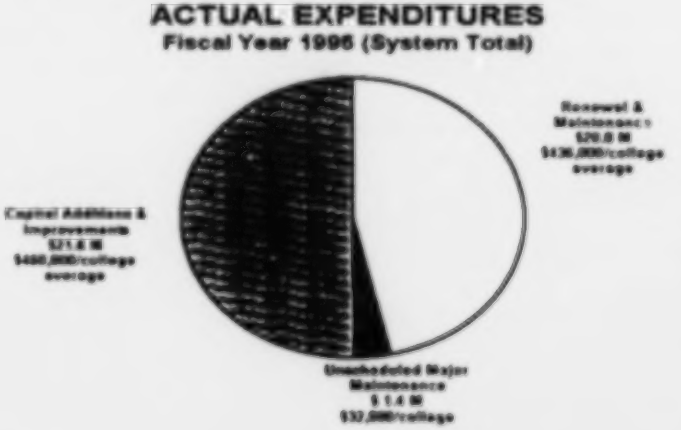
The colleges were asked if a facilities master plan had been developed or was under development. Twenty colleges responded that a master plan was in place and 19 were in the process of developing or updating their plans. A master plan generally will include an extensive review of the college's present and future space needs. However, even with the growing realization that accumulated deferred maintenance is a serious problem for the state's public community colleges, only 12 of the colleges responding had a master plan in place or under development that included renewal, renovation and alteration costs. While more districts have facilities master plans in place or are developing them, this is a further indication that the Illinois system may not be fully aware of the extent of the problem presented by deferring facility renewal and maintenance. An important component of a master plan is to plan for the revitalization of campus facilities as well as expansion for new physical plant needs.

Plant Funding Requirements

Plant funding requirements include not only the identification of how Illinois community colleges are attempting to allocate scarce resources to address deferred maintenance needs, but it also includes an estimate of the magnitude of the deferred maintenance problem in the system.

Expenditures and Budget

Illinois community colleges are addressing renewal and replacement needs on an annual basis. Colleges were asked what amount had been spent during fiscal year 1996 in three categories: renewal and replacement, unscheduled major maintenance, and



capital additions and improvements. In fiscal year 1991, community colleges reported spending in excess of $10.6 million for renewal and replacement (systematic and cyclic repair and replacement requirements) compared to $20.0 million in fiscal year 1996. This indicates that colleges are budgeting more renewal and replacement funds in their budgets than in previous years. This is supported by the fact that unscheduled major maintenance was down from $2.1 million in 1991 to $1.4 million in 1996.

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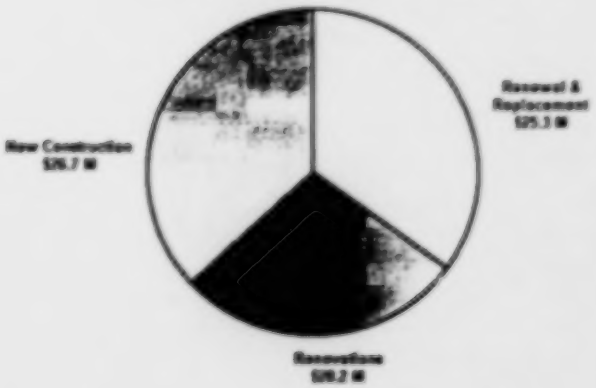
At $25.3 million, the total amount budgeted for renewal and replacement in fiscal year 1997 is 88 percent higher than budgeted for 1992. The dedication of funds toward the renovation of campuses has become more central to the college. $20.2 million has been budgeted for renovations in fiscal year 1997 as compared to $15 million budgeted in 1992, an increase of almost 35 percent. Conversely, only $26.7 million has been budgeted for new construction in 1997, which is 59 percent lower than the $65 million budgeted in 1992. This shift in priorities may be due to fewer state dollars being appropriated for capital projects and/or a realization that new space and facilities will increase overall maintenance costs when funds are not adequate

BUDGETED EXPENDITURES
Fiscal Year 1997 (System Total)



to maintain the current physical plant. While the specific cause may not be certain, there does appear to be a shift in budgeting priorities.

The colleges were asked if the current operations and maintenance budget levels adequately address deferred maintenance concerns on campus. A decisive 93 percent said NO. Only three colleges said that the current budget level will provide sufficient funding to keep up with renewal and maintenance needs. When asked how the level of deferred maintenance costs would change over the next five years, 73 percent said accumulated deferred maintenance would increase, 23 percent said it would remain constant, and only 4 percent said it would decrease.

Accumulated Deferred Maintenance Backlog

A key to identifying the extent of the deferred maintenance problem in Illinois community colleges is to quantify this cost. In addition to quantifying the cost of accumulated deferred maintenance needs, it is also important to determine where the problems are located. This will allow colleges to assess the severity of the problem and provide some notion of institutional need as it is related to the colleges' missions. The colleges were asked to estimate the approximate distribution of accumulated deferred maintenance at the end of fiscal year 1996. As illustrated in the accompanying graph, ten major facility systems and components comprise the distribution. The survey results indicate that the total cost to meet deferred maintenance needs at Illinois community colleges is over $229 million which represents almost a threefold growth in the estimated amount since 1991. Two hundred twenty-nine million dollars is more than the cumulative state supported capital funding for the Illinois community college system since 1980. This increase can be attributed to several factors including a greater awareness of

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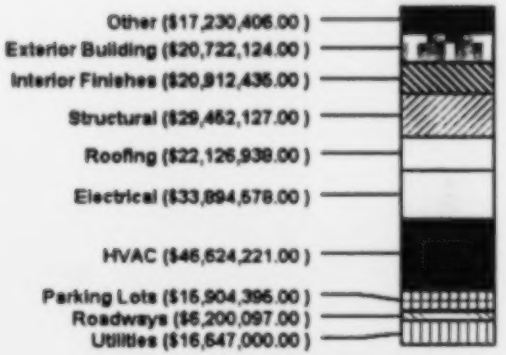
Distribution of Accumulated Deferred Maintenance Backlog



TOTAL $229,714,321

deferred maintenance needs since the first survey was completed in 1992, more colleges completing facilities audits and surveys, and the continued aging of the facilities themselves. A systematic plan must be developed to address this need at both the local and statewide levels or the situation will only continue to worsen.

Asbestos, ADA, and Other Compliance Issues

In addition to the costs related to the natural aging of facilities, federal, state and local regulations and requirements often have mandated (mostly on an unfunded basis) various improvements and modifications. Along with these mandates comes legal exposure to the colleges for noncompliance.

The colleges were asked to identify the amount of funding that would be necessary to bring existing facilities into compliance with federal and state regulations concerning asbestos abatement and management, handicapped accessibility, hazardous waste management, and emission control. Some other areas identified by the colleges were indoor air quality, the phase-out of ozone depleting fluorocarbon refrigerants, underground storage tanks, flood control, and fire alarm systems.

Of the colleges responding, asbestos abatement and management ranked the highest with an estimated total of $39.4 million needed for colleges to be in compliance with state and federal regulations. On a scale from one to five with one the most legal exposure and five the least legal exposure, the colleges responses to this survey question was an average of 3.2.

Handicapped accessibility ranked second highest in funding needed with an estimated total of $24.8 million of compliance needs and a legal exposure rating of 1.8, which represents high legal exposure.

The total estimated cost for the Illinois community college system to come into compliance with mandated requirements for all of the categories as noted in the survey is $78.6 million. These amounts are in addition to the $229 million of deferred maintenance needs previously identified for a total need that now exceeds $300 million.

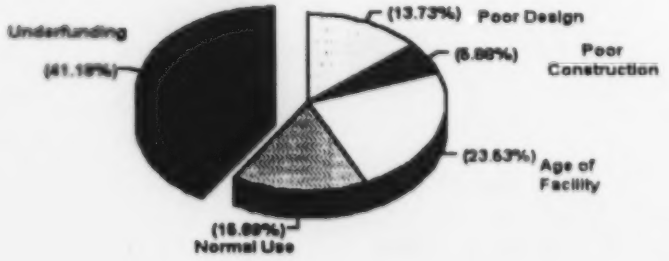
Unfunded mandates continue to place a burden on the colleges and the price tag can be large in terms of renovation costs to bring facilities into compliance as well as potential legal costs if renovation is not completed. Responding to these requirements

effectively forces the colleges to reallocate funds to compliance items and away from renewal work.

Reasons for Problems

Colleges were asked to rank the most urgent physical problem based on the following categories: amount of space, condition of buildings, condition of infrastructure, allocation of space and remodeling for technological needs. The two most common responses were the amount of space and the condition of the infrastructure which were also the two most commonly cited responses in 1992. However it is important to note that the number of responses to the two most common problems was down from 1992. This is due to the identification of a third pressing problem at Illinois community colleges; remodeling for technology needs. Technology related remodeling needs at campuses ranked a close third in 1997.

Facility Problems
Percentages Ranked #1



Colleges continue to face very difficult decisions regarding how to spend scarce resources to correct problems at each of their campuses in order to continue to meet the needs of their students and the communities they serve.

The reasons for facilities problems on campus will vary with the situations facing individual campuses. Common reasons for physical plant problems were sought, and the colleges were asked to rank the following reasons: poor design, poor construction, age of facilities, normal use, and long-term under funding of the maintenance budget. Long-term under funding of the maintenance budget (41 percent of respondents) and the age of the facilities (24 percent) were the two most highly ranked reasons for physical plant problems. In 1992, long-term under funding of the maintenance budget (22 percent of respondents) was not viewed as a major reason for physical plant problems. This shift in views indicates that colleges are facing a greater challenge of maintaining aging facilities without committing a greater dollar amount to the maintenance budget.

CONCLUSION

In order for colleges to provide well educated members of society, adequate facilities must be a priority. Campuses must be modern and adaptive to changing teaching environments which provide educational opportunities conducive to learning.

This report has focused on the growing problem of deferred maintenance at Illinois community colleges. Deferred maintenance has grown from an $80 million problem in 1992 to

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a staggering $229.7 million in 1997. In addition, an estimated $78.6 million is needed to meet state and federal mandates, primarily in the form of asbestos abatement and compliance with ADA accessibility standards.

In fiscal year 1992, the Illinois community college system planned on spending $4 on new construction for every $1 on repair and renovation. In fiscal year 1997, the system is planning on spending only $1.31 for new construction to each $1 on repair and renovation. Since fiscal year 1992, more colleges have begun placing an emphasis on budgeting for repair and renovation to make better use of their aging facilities.

Colleges are using other sources of revenue, such as protection, health, and safety funds, to make alterations and repairs to bring the facilities into compliance with building and fire code regulations, ADA handicapped accessibility guidelines, and air pollution standards. Yet, the focus of projects that can utilize the protection, health, and safety tax funds remains very narrow. The colleges also have received state funding for capital renewal grants which have been very useful in helping defray repair and renovation costs at the local level. In addition, the introduction of technology enhancement grants in fiscal year 1997 has specifically targeted technology infrastructure improvements. However, these grants address only a small portion of the almost $309 million problem facing community colleges in Illinois. Even with these types of grants, the problems of aging facilities are evident in the growth of dollars needed to stay ahead of the problem.

Colleges have identified the under funding of the maintenance budget as being the most common reason for physical problems at campuses in Illinois. Colleges must continue to assess the extent of the deferred maintenance problem for their individual campuses. In 1992, only 37 percent of Illinois' colleges had attempted to determine the amount of accumulated deferred maintenance on campus. In 1997, 55 percent have conducted some sort of survey to determine the size and extent of the accumulated deferred maintenance problem.

Colleges today are in a better position than in the past to present relevant information to trustees and administrators who then must strive to balance scare resources between current institutional needs and investing in renewal for the future. However, only a few colleges have included renewal, renovation, and alteration costs in their facilities master plans. The Illinois community college system may still not be fully aware of the extent to which deferred maintenance problems exist.

The majority of Illinois' community college facilities are now about 25 years old and represent an investment of approximately $2.6 billion. Many of the facilities' systems and component parts have reached the end of their useful life and are not being renewed or replaced at the same rate as they are deteriorating. The identification of the need for renovations related to technology has been identified as a rapidly growing concern over the last five years. A plan of action must be developed to address these serious and growing needs.

Community colleges are being asked to provide more training and retraining of the state's workforce, to provide more adult basic, remedial, and vocational training to those on welfare and to continue to serve communities in ways which exemplify the tremendous value of a community college education to the taxpayers of Illinois.

According to APPA's 1996 survey, public colleges and universities defer maintenance more than independent institutions.[6] This could be one of the primary reasons why the amount of deferred maintenance has nearly tripled for Illinois community colleges. The perception of which specific problems are the most urgent differ at each college. However, the reality of the financial and physical problems of accumulated deferred maintenance at Illinois' public community colleges is only just beginning to surface.

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Appendix A

LIST OF PARTICIPATING COLLEGES

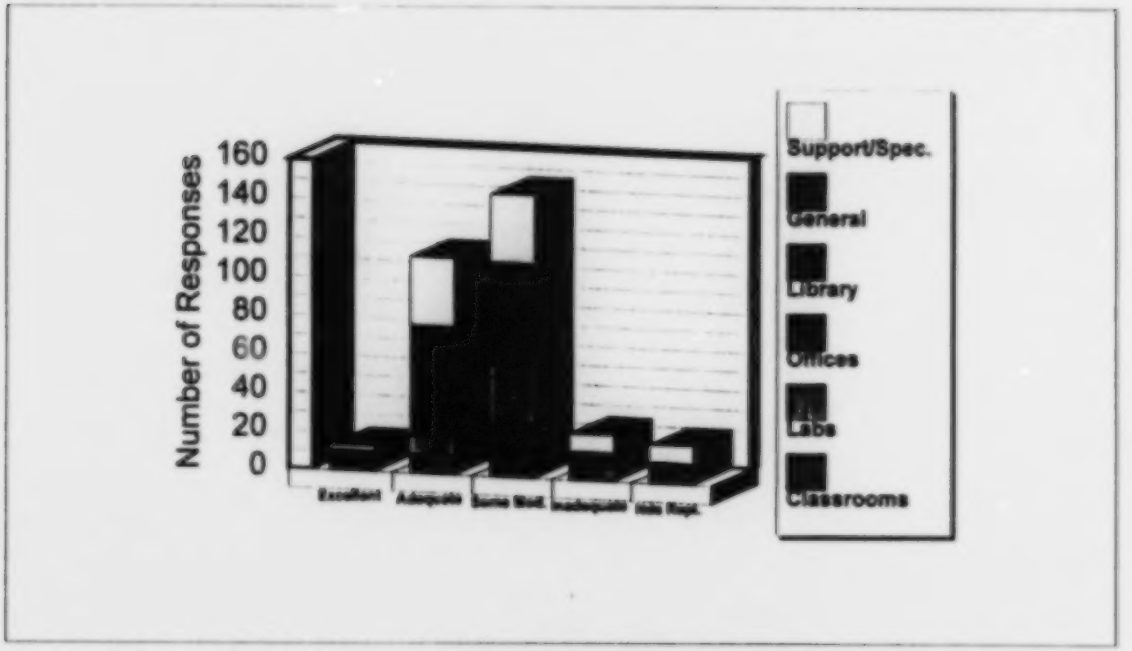
Illinois Public Community Colleges

Colleges	Colleges Responding To The 1997 Survey
Belleville	X
Black Hawk	X
Chicago	
Central Administration	X
Daley	X
Kennedy-King	X
Malcolm X	X
Olive-Harvey	X
Truman	X
Washington	X
Wilbur Wright	X
Danville	X
DuPage	X
Elgin	X
Harper	X
Heartland	X
Highland	X
Illinois Central	X
Illinois Eastern	
Frontier	X
Lincoln Trail	X
Olney Central	X
Wabash Valley	X
Illinois Valley	X
Joliet	X
Kankakee	X
Kaskaskia	X
Kishwaukee	X
Lake County	X
Lake Land	X
Lewis & Clark	X
Lincoln Land	X
Logan	X
McHenry	
Metropolitan	X
Moraine Valley	X
Morton	X
Oakton	X
Parkland	X
Prairie State	X
Rend Lake	X
Richland	X
Rock Valley	X
Sandburg	X
Sauk Valley	X
Shawnee	X
South Suburban	X
Southeastern	
Spoon River	
Triton	X
Waubonsee	X
Wood	X
Colleges submitting	47

Appendix B

FACILITIES CONDITIONS

Condition of Buildings
by Room Use Classification



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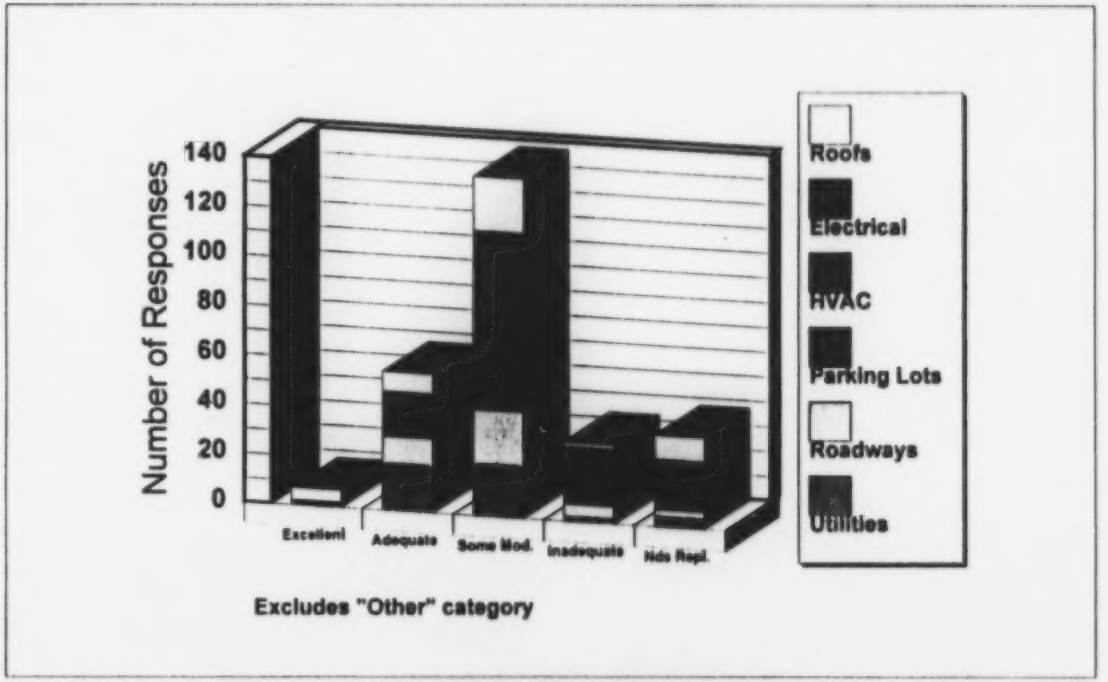
	Excellent		Adequate		Some Modification		Inadequate		Needs Replacement		Total	
	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%
Classrooms	2	4.4%	10	22.2%	29	64.4%	1	2.2%	3	6.7%	45	100.0%
Labs	0	0.0%	9	20.5%	28	63.6%	5	11.4%	2	4.5%	44	100.0%
Offices	2	4.3%	23	48.9%	17	36.2%	3	6.4%	2	4.3%	47	100.0%
Library	6	14.0%	12	27.9%	20	46.5%	3	7.0%	2	4.7%	43	100.0%
General	1	2.2%	23	50.0%	17	37.0%	3	6.5%	2	4.3%	46	100.0%
Support	0	0.0%	21	45.7%	16	34.8%	5	10.9%	4	8.7%	46	100.0%
Special Use	2	4.5%	14	31.8%	19	43.2%	4	9.1%	5	11.4%	44	100.0%
Totals	13	4.1%	112	35.6%	146	46.3%	24	7.6%	20	6.3%	315	100.0%

Condition of Infrastructure



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	Excellent		Adequate		Some Modification		Inadequate		Needs Replacement		Total	
	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%	# Resp.	%
Utilities	0	0.0%	19	41.3%	21	45.7%	2	4.3%	4	8.7%	46	100.0%
Roadways	1	2.4%	11	26.2%	22	52.4%	5	11.9%	3	7.1%	42	100.0%
Parking Lots	0	0.0%	6	13.6%	25	56.8%	9	20.5%	4	9.1%	44	100.0%
HVAC	1	2.2%	5	11.1%	18	40.0%	9	20.0%	12	26.7%	45	100.0%
Electrical	0	0.0%	7	15.6%	29	64.4%	5	11.1%	4	8.9%	45	100.0%
Roofs	5	10.6%	8	17.0%	22	46.8%	2	4.3%	10	21.3%	47	100.0%
Other	0	0.0%	0	0.0%	7	33.3%	5	23.8%	9	42.8%	21	100.0%
Totals	7	2.4%	56	19.3%	144	49.7%	37	12.8%	46	15.9%	290	100.0%

Appendix C

SURVEY OF PHYSICAL FACILITIES

Illinois Community College Board

SURVEY OF PHYSICAL FACILITIES

District Name_____ District Number_____ College_____

Respondent's Name_____

Respondent's Title_____

Phone Number ( )_____ Date Survey Completed _____

Please read carefully the attached definitions before completing the survey. Use an X to mark the best answer or provide the specific dollar amount or percentage requested. A separate survey should be completed for each college. All dollar amounts should be rounded to the nearest thousand.

Replacement Cost

1. For fiscal year 1996 what was the total replacement cost (current dollar cost to construct new facilities with the same dimensions as existing facilities) of college-owned buildings (include long term lease-purchase agreements and Public Building Commission owned facilities), building systems, roadways, utility distribution systems, and excluding land costs?

   $_____ On Campus

   $_____ Branch/Extension Center(s)

   _____ Data Not Available

2. What is the basis for the replacement value figures cited?

   _____ Insured value
   _____ Appraised value
   _____ Facilities audit
   _____ Estimated value
   _____ Book value (from financial audit)
   _____ Other (please specify)_____

Facilities Audit

3. Has the college performed a survey or made an effort to determine the amount of accumulated deferred maintenance that currently exists?

_____ Yes _____ No

(If no, skip to question #6)

4. If yes, when was the last survey completed:

_____ Fiscal year 1996
_____ Fiscal year 1995
_____ Fiscal year 1994
_____ Fiscal year 1993
_____ Other (please specify) _____

5. If yes, what was the method used to determine the cost of accumulated deferred maintenance:

_____ Facilities audit
_____ Percentage of operations expenditures
_____ Percentage of facilities replacement value
_____ Life cycle of facility component systems
_____ Other (please specify) _____

6. Does your college conduct facilities audits to evaluate the functional adequacy, maintenance and physical condition of campus facilities? If so, how often are they conducted:

_____ Not conducted
_____ Annual basis
_____ Biennial basis
_____ Other (please specify) _____

Facilities Conditions

7. Characterize the average condition of the following areas within your institution's facilities:

Excellent - The condition of these facilities are modern and exceed current standards.
Adequate - Functionality and condition meet the current standards for use.
Some modification - Renewal for planned repairs and maintenance work is needed to maintain the facility.
Functionally inadequate - Alteration and renovation work is needed to modernize the facility for current use or standards.
Replacement needed - Both functionally inadequate and has reached the end of its useful life.

Place a mark in the column which best describes the average condition of each area or asset.

Buildings	Excellent Condition	Adequate	Some Modification	Functionally Inadequate	Needs Rplcmnt
Classrooms	____	____	____	____	____
Laboratories	____	____	____	____	____
Offices	____	____	____	____	____
Library	____	____	____	____	____
General	____	____	____	____	____
Support	____	____	____	____	____
Special use	____	____	____	____	____
Infrastructure					
Utilities	____	____	____	____	____
Roadways	____	____	____	____	____
Parking lots	____	____	____	____	____
HVAC	____	____	____	____	____
Electrical	____	____	____	____	____
Roofs	____	____	____	____	____
Other (list)					
_____	____	____	____	____	____

8. Among college's buildings, building systems, roadways, and utility distribution systems identified in number 7 above as being in need of replacement, what percent are in URGENT NEED of repairs or renovation that place the facilities at risk if left undone?

Buildings Urgent Need _____% Infrastructure Urgent Need _____%

9. Characterize your college's facilities master plan. (Check all that apply.)

_____ Not applicable – no master plan.
_____ Master plan in place. Date Completed _____
_____ Master plan under development – expected completion date _____.
_____ Master plan includes renewal, renovation and alteration costs.
_____ Master plan includes deferred maintenance costs.

Plant Funding Requirements - (Provide these amounts on a per college basis.)

10. Actual expenditures on "renewal and replacement maintenance" (systematic process to budget for known future cyclic repair and replacement requirements which extend the life and usable condition of facilities; e.g., roof replacement, equipment replacement...) during fiscal year 1996:

Expenditure	Percent of Operation/ Maintenance Expenditures
$_____	_____%

11. Actual expenditures on "unscheduled major maintenance" (work costing over $2,500 and requiring immediate action to restore service or remove problems which will interrupt college activities such as loss of water, power, heating/cooling) during fiscal year 1996:

Expenditure	Percent of Operation/ Maintenance Expenditures
$_____	_____%

12. Actual expenditures on "capital additions and improvements" (alterations and new construction funded from current funds) at the end of fiscal year 1996:

Expenditure	Percent of Operation/ Maintenance Expenditures
$_____	_____%

13. Provide a breakdown of the source of funds for actual expenditures reported in items #10, #11, and #12 above .

Source of Funds:

Available Local Funds $_____

Protection, Health and Safety Funds:

Tax Levy Proceeds $_____

Bonds Proceeds $_____

Other Sources (specify, i.e federal, private gifts, etc)

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

TOTAL SOURCES (SHOULD EQUAL SUM OF ITEMS #10, #11, & #12) $_____

14 Provide the amount of any Capital Renewal Grants (remaining from prior years) used for maintenance or remodeling/renovations during Fiscal Year 1996.

$_____

15. At the end of fiscal year 1996, what is the approximate distribution of the current accumulated deferred maintenance dollar backlog at your college, as is located within the following building systems:

Utilities	$_____
Roadways	_____
Parking lots	_____
HVAC	_____
Electrical	_____
Roofing	_____
Structural	_____
Interior finishes	_____
Exterior building envelope (excluding roofing)	_____
Other (please specify)	_____
Total	_____

16. How much has been budgeted for renewal and replacement during fiscal year 1997:

$_____

17. How much has been budgeted for renovations and new construction during fiscal year 1997:

Renovations $_____
New construction $_____

18. Will the current operations and maintenance budget levels adequately address any deferred maintenance concerns at your campus?

_____ Yes _____ No

(If your answer to #18 was NO, please answer #18a)

18a Assuming no accumulated deferred maintenance at the end of fiscal year 1996, what level above budgeted fiscal year 1997 operations and maintenance expenditures will be required to insure no deferred maintenance backlog at the end of fiscal year 1997:

$_____

19. How will the college's operations and maintenance budget levels affect the amount of deferred maintenance over the next five years:

____ Increase the amount of accumulated deferred maintenance.
____ Constant levels of accumulated deferred maintenance will remain.
____ Decrease the amount of accumulated deferred maintenance.
____ Not applicable – deferred maintenance is not a problem.

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20. Where estimates exist, provide the amount of funding that would be required to bring existing facilities into compliance with federal and state regulations concerning:
On a scale from 1 - 5, with 1 the most legal exposure and 5 the least legal exposure, rank the following .

	Amount	Rating
Asbestos (abatement, management,...)	$_____	_____
Handicapped access (ADA, Section 504...)	$_____	_____
Hazardous waste	$_____	_____
Emission control	$_____	_____
Other (please specify)		
_____	$_____	_____
_____	$_____	_____
No estimates for these alterations	_____	_____

21. Please provide the following additional information in regard to your estimates concerning asbestos abatement.

Estimated Square Footage still containing asbestos _____
Number of Buildings that make up reported square footage _____

22. Which is the most pressing physical problem at your institution?
Rank the following items 1 - 5 with 1 most pressing and 5 least pressing.

____ Amount of space
____ Condition of buildings
____ Condition of infrastructure (utility distribution, roadways...)
____ Allocation/utilization of space
____ Remodeling for Technological Needs
____ Other (please specify)_____

23. Which of the following problems is the most responsible for facilities problems at your institution?
Rank the following items 1 - 5 with 1 most pressing and 5 least pressing.

____ Poor design
____ Poor construction
____ Age of facilities
____ Normal use
____ Long-term under funding of maintenance budget

24. What has your college done to address accumulated deferred maintenance needs? (Answer yes "Y" or no "N" to the following actions)

____ Budgeted for maintenance needs
____ Developed a maintenance plan to systematically address needs
____ Postponed construction or remodeling
____ Nothing--Waiting for the State to fully fund

Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

DUE DATE February 7, 1997

Please return the survey to:
Illinois Community College Board
Attn: Ed Smith
509 S. Sixth Street, Room 400
Springfield, IL 62701

Questions in this survey were modeled after those used in the 1996 A Foundation to Uphold by the Association of Higher Education Facilities Officers (APPA), National Association of University and College Business Officers and SallieMae. In some instances the questions have been adapted to address specific questions of the Illinois Community College Board.

DEFINITIONS

The following definitions have been extracted from several different sources. However, they do represent a common use for the majority of items. Whenever possible the definitions were taken directly from the source document. This has been done in an attempt to make data from the attached survey comparable to the nationally recognized standards. If any further detail is needed to complete the survey please contact Ed Smith at (217) 785-0173.

Accumulated Deferred Maintenance - Maintenance projects from prior years and the current year that were not included in the maintenance process because of perceived lower priority status than those funded within available funding. Deferred maintenance includes postponed renewal and replacement maintenance and unperformed unscheduled major maintenance.

Capital Additions and Improvements includes the following:

> Alteration and renovation - construction work that is required because of a change in use of the facility or a change in program.
>
> New construction - includes in-house planning for new construction and small construction projects if funded out of current funds.

Facilities Audit - Evaluation of the physical condition and functional adequacy of campus facilities. When conducted routinely and effectively, it produces a record of facility characteristics and use, existing conditions, and an evaluation of maintenance, repair, and renovation needs.

Gross Square Feet (GSF) - The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.

Long term lease-purchase agreements should include Public Building Commission owned facilities controlled by the college and facilities currently leased with the intent to purchase.

Net Assignable Square Feet (NASF) - The sum of all floors of a building assigned to, or available for assignment to, an occupant or specific use.

Normal Maintenance - A systematic day-to-day process funded by the annual operating budget to control deterioration of the college or university physical plant facilities; e.g., structures, systems, equipment, pavement, and grounds. Planned maintenance includes the following:

A. Scheduled repetitive work such as housekeeping activities, grounds keeping, site maintenance and certain types of service contracts.

B. Periodic scheduled work (preventative maintenance) that has been planned to provide adjustments, cleaning, minor repair, and routine inspections of the equipment to reduce service interruptions.

C. Call-in requests for service.

Renewal and Replacement Maintenance - A systematic management process to plan and budget for known future cyclic repair and replacement requirements which extend the life and retain usable condition of campus facilities and systems and are not normally contained in the annual operating budget. This includes major activities that have a maintenance cycle in excess of one year; e.g., replace roofs, paint buildings, resurface roads, replace equipment (boilers, chillers, transformers), etc.

Replacement Value - The current total dollar cost to construct a new structure, using modern construction standards and methods, to build a facility with the same dimensions as an existing facility.

Room Classification Categories - Those used in the Higher Education Facilities Inventory and Classification Manual.

Unscheduled Major Maintenance - Work which requires immediate action to restore service or remove anticipated problems which will interrupt agency/college activities. Unscheduled major maintenance should be included if expenditures are made from current funds. Examples include loss of electrical power, loss of water, loss of refrigeration and building failures creating hazards to personnel or equipment.

Urgent Need - Repairs and renovations which place facilities at risk if left undone.